



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue

Room N955

Indianapolis, Indiana 46204-2249

(317) 232-5058

FAX: (317) 233-3055

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DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

PARCEL: \_\_\_\_\_ CODE: \_\_\_\_\_

Dear \_\_\_\_\_ :

This is to advise you that on \_\_\_\_\_ the Indiana Department of Transportation initiated negotiations for the property which you own \_\_\_\_\_

This letter is to notify you of your eligibility for moving expense reimbursement if you had personal property on the Right of Way at the initiation of negotiations (i.e. the date you were made a written offer to purchase your property for a specified amount).

There are certain requirements that must be met in order to receive a relocation payment. Payments to which you are entitled will be made available in sufficient time to allow you to remove your personal property from the right-of-way. All claims for relocation payments must be submitted within 18 months after you remove those items from the displacement site, or the date you were paid for the property, whichever is later. A Relocation Specialist will assist you in preparing your claims.

Please be advised that any person may appeal the State's eligibility determination or the amount of relocation entitlement by submitting a written appeal to the Relocation Supervisor within 60 days of the date of that determination.

This is **NOT A NOTICE TO VACATE**. You will not have to move your personal property sooner than 90 days after the date of this notice. The Indiana Department of Transportation will not require you to remove your personal property from the above address sooner than \_\_\_\_\_, which is at least 90 days from the above date.

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If you desire further information you may contact the Central Relocation Office at 100 North Senate Avenue, Room N955, Indianapolis, Indiana 46204, Telephone (317) 232-5056, FAX (317) 233-3055 or the Project Relocation Office located at \_\_\_\_\_

Telephone \_\_\_\_\_

Your assistance in providing a modern transportation system for the State of Indiana is appreciated.

Sincerely,

\_\_\_\_\_  
Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

\_\_\_\_\_  
Relocatee

\_\_\_\_\_  
Date